

CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE 05/07/02

AGENDA ITEM 9

WORK SESSION ITEM _____

TO: Mayor and City Council

FROM: City Manager

SUBJECT: Revisions to Description of Public Comments Section of Agenda

RECOMMENDATION:

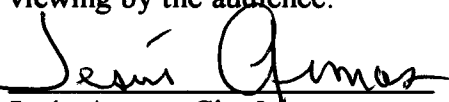
It is recommended that the City Council adopt the attached resolution revising the description of the public comments section of the agenda.

BACKGROUND:

At its April 16 worksession, the Council discussed possible modifications to the description of the language currently used to describe the public section portion of the agenda. Based on the Council's discussion, it is recommended that the Council revise this description to read as follows:

The Public Comments section provides an opportunity to address the City Council on items not listed on the agenda. The Council welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Council is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.

At the worksession, the Council also discussed providing the public with guidelines on this same subject. In this regard, attachment A is presented for your consideration. The statements contained in the guidelines were excerpted from information found in the City Council Handbook. If approved, the guidelines would be placed alongside the agenda at the table found near the entrance to the Council Chambers, and displayed on the large screen for viewing by the audience.


Jesús Armas, City Manager

Attachment A

ATTACHMENT A

Guidelines Regarding Public Comments

The Public Comments section provides an opportunity to address the City Council on items not listed on the agenda. The Council welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City.

Individuals addressing the Council shall limit their remarks to three (3) minutes. Individuals representing a group or agency shall limit their remarks to five (5) minutes.

Councilmembers, members of the public and staff shall accord the utmost courtesy to each other, and refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the Presiding Officer, who may direct the removal of such offenders from the room.

DRAFT

HAYWARD CITY COUNCIL

RESOLUTION NO. _____

Introduced by Council Member _____

RESOLUTION AMENDING SECTION IV OF THE CITY
COUNCIL MEMBERS HANDBOOK

BE IT RESOLVED that the City Council of the City of Hayward does hereby amend the last paragraph of the "ORDER OF BUSINESS" subsection of Section IV of the City Council Members Handbook to read as follows:

"The Public Comments section provides an opportunity to address the City Council on items not listed on the agenda. The Council welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Council is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff."

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2002

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward